

**PH-4771**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, ESTABLISHING A THREE-STEP PAY RANGE PLAN FOR CITY EMPLOYEES PROVIDING FOR THE ADMINISTRATION AND IMPLEMENTATION THEREOF, RATIFYING ALL PREVIOUS ACTIONS TAKEN PURSUANT TO RESOLUTION 44-68 AND AMENDMENTS THEREOF, DECLARING ALL OTHER PROVISIONS IN CONFLICT WITH THESE RESOLUTIONS OR THIS ORDINANCE TO BE REPEALED.**

The City Council of the City of Torrance does hereby ordain as follows:  
**SECTION I. DEFINITION AND ADOPTION OF THE CLASSIFICATION PLAN.**

(a) Classification of positions. All positions in the service of the City, except those listed in Section I (d) below, shall be grouped into classes, and each class shall include those positions sufficiently similar in respect to their major responsibilities so that similar requirements as to training, experience, knowledge, skill, and the same rates of compensation are applicable thereto.

(b) Class Specifications. Class specifications, which state the main characteristics of the class, give examples of typical duties performed in positions of the class, and establish the minimum qualifications required for successful performance in such positions, shall be prepared and maintained for all classes. The class specifications shall be descriptive and explanatory but not restrictive. The listing of particular examples of duties shall not preclude the assignment of other duties by the department heads concerned. A class specification shall be considered in its entirety and in relation to other class specifications in determining the assignment of positions to a class.

(c) Adoption of the Classification Plan. The occupational list of classes including a class code and a class grade for each class, as set forth below, shall constitute the Classification Plan. Said Plan is adopted in its entirety and in accordance with the recommendations of the Civil Service Commission as set forth in its report.

**OCCUPATIONAL LIST OF CLASS TITLES**

Class Code	Class Grade	Class Title
1000	1	Clerical, Administrative and Fiscal Group (40 Hours/Week)
1101	1	Student Trainee
1101	2	Junior Clerk
1101	3	Intermediate Clerk
1101	4	Senior Clerk
1101	5	Junior Typist Clerk
1101	6	Senior Typist Clerk
1101	7	Principal Typist Clerk
1101	8	Junior Office Clerk
1101	9	Intermediate Stenographer Clerk
1101	10	Secretary
1101	11	Senior Secretary
1101	12	Administrative Secretary
1101	13	Minute Secretary
1101	14	Administrative Assistant
1101	15	Stenographer
1101	16	Photographer
1101	17	Licensed Inspector
1101	18	Supervisor
1101	19	Fiscal Series
1101	20	Machine Bookkeeper
1101	21	Machine Clerk
1101	22	Account Clerk
1101	23	Senior Account Clerk
1101	24	Senior Accountant
1101	25	Account Collector
1101	26	Accountant
1101	27	Customer Service Supervisor
1101	28	Customer Service Representative
1101	29	Purchasing Supervisor
1101	30	Assistant Finance Director
1101	31	Finance Director
1101	32	General Administrative Series
1101	33	Personnel Nurse
1101	34	Administrative Specialist
1101	35	Personnel Analyst
1101	36	Personnel Director
1101	37	Assistant City Manager
1101	38	City Manager
1101	39	Assistant City Assistant
1101	40	Administrative Assistant
1101	41	Legal Series
1101	42	Legal Secretary
1101	43	Legal Stenographer
1101	44	Deputy Attorney
1101	45	Senior Deputy City Attorney
1101	46	City Attorney
1101	47	Office Machine Operation Series
1101	48	Switchboard Operator
1101	49	Duplicating Equipment Operator
1101	50	Senior Duplicating Equipment Operator
1101	51	Typing Operator
1101	52	Tabulating Equipment Operator
1101	53	Data Processing Supervisor
1101	54	City Laboratory
1101	55	ENGINEERING, INSPECTION AND TECHNICAL GROUP (40 Hours/Week)
1101	56	Engineering Aide
1101	57	Senior Engineering Aide
1101	58	Engineering Draftsman
1101	59	Survey Party Chief
1101	60	Structural Plans Examiner
1101	61	City Traffic Enforcement
1101	62	Traffic Engineer Associate
1101	63	Civil Engineering Assistant
1101	64	Senior Civil Engineering Assistant
1101	65	Civil Engineering Associate
1101	66	Assistant City Engineer
1101	67	Public Works Director
1101	68	Planning Series
1101	69	Zoning Enforcement Officer
1101	70	Planning Technician
1101	71	Planning Assistant
1101	72	Planning Associate
1101	73	Senior Planning Associate
1101	74	Planning Director
1101	75	Inspection Series
1101	76	Inspector
1101	77	Senior Electrical Inspector
1101	78	Plumbing Inspector
1101	79	Senior Plumbing Inspector
1101	80	Public Works Inspector
1101	81	Senior Public Works Inspector
1101	82	Building Inspector
1101	83	Senior Building Inspector
1101	84	Sanitation Building Inspector
1101	85	Building Inspection Supervisor
1101	86	Building and Safety Director
1101	87	LABOR, TRAFFIC AND LABOR SUPERVISION GROUP (40 Hours/Week)
1101	88	Equipment Operation Series
1101	89	Bus Operator
1101	90	Senior Bus Operator
1101	91	Refuseman
1101	92	Refuse Truck Operator
1101	93	Power Mower Operator
1101	94	Light Equipment Operator
1101	95	Heavy Equipment Operator
1101	96	Construction Equipment Operator
1101	97	Labor and Trades Supervision Series
1101	98	Foreman
1101	99	Equipment Foreman
1101	100	Building Maintenance Supervisor
1101	101	Water Service Foreman
1101	102	Traffic and Lighting Foreman
1101	103	Park Maintenance Foreman
1101	104	Bus Superintendent
1101	105	Park Superintendent
1101	106	Equipment Superintendent
1101	107	Sanitation Superintendent
1101	108	Street Maintenance Foreman
1101	109	Sanitation Superintendent
1101	110	Assistant Water Superintendent
1101	111	Water System Manager
1101	112	Mechanics and Trades Series
1101	113	Meter Reader and Repairman
1101	114	Traffic Painter
1101	115	Traffic Painting Leadman
1101	116	Equipment Mechanic
1101	117	Senior Welder
1101	118	Senior Electrician
1101	119	Electrician
1101	120	Electrician Leadman
1101	121	Senior Electrician
1101	122	Utility Maintenance
1101	123	Senior Utility Maintenance
1101	124	Unskilled and Semi-Skilled Labor Series
1101	125	Laborer
1101	126	Semi-Skilled Laborer
1101	127	Equipment Serviceman
1101	128	Airport Maintenanceman
1101	129	Senior Airport Maintenance Leadman
1101	130	Sewer Maintenanceman
1101	131	Tree Trimmer
1101	132	Tree Trimmer Leadman
1101	133	Tree Sprayer
1101	134	Senior Trimmer Leadman
1101	135	Senior Trimmer
1101	136	Senior Park Maintenanceman
1101	137	Park Maintenance Leadman
1101	138	Park Construction Leadman
1101	139	Custodian
1101	140	Senior Custodian
1101	141	Custodian Supervisor
1101	142	Water Serviceman
1101	143	Water Service Leadman
1101	144	Water Service Leadman
1101	145	Street Maintenance Leadman
1101	146	Street Maintenance Leadman
1101	147	Street Maintenance Leadman
1101	148	Street Maintenance Leadman
1101	149	Street Maintenance Leadman
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1101	200	Street Maintenance Leadman

range in the applicable schedule by which the class shall be paid.  
 The Salary Schedule consists of fifty pay ranges, with three pay steps within each range. Each pay range includes an entrance rate, intermediate rate and a maximum rate.  
 (b) Full-time Basis of Salary Schedules.  
 The salary rates prescribed by this Ordinance are based on full-time employment at normal working hours for the respective classes of positions as indicated in the Occupational List of Classes; provided, however, that the salaries of supervisory positions assigned to Classes 26 and above are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours of work per week and shall be adjusted to work schedules unless specifically provided.  
 All regular, permanent full-time employees shall be paid the monthly salary rates of the applicable class of positions.  
 Part-time, temporary and seasonal employees shall be compensated in accordance with paragraph (d) (3).  
 (c) Adoption of the Classification Plan.  
 The salary and wage schedules with monthly rates including 2% premium for housing are hereby adopted for all classes of positions except those specified in (d) to read as follows:  
**BASE MONTHLY SALARY RATES**

Grade	S T E P S		
	First	Second	Third
1	\$200	\$200	\$200
2	270	270	270
3	340	340	340
4	410	410	410
5	480	480	480
6	550	550	550
7	620	620	620
8	690	690	690
9	760	760	760
10	830	830	830
11	900	900	900
12	970	970	970
13	1040	1040	1040
14	1110	1110	1110
15	1180	1180	1180
16	1250	1250	1250
17	1320	1320	1320
18	1390	1390	1390
19	1460	1460	1460
20	1530	1530	1530
21	1600	1600	1600
22	1670	1670	1670
23	1740	1740	1740
24	1810	1810	1810
25	1880	1880	1880
26	1950	1950	1950
27	2020	2020	2020
28	2090	2090	2090
29	2160	2160	2160
30	2230	2230	2230
31	2300	2300	2300
32	2370	2370	2370
33	2440	2440	2440
34	2510	2510	2510
35	2580	2580	2580
36	2650	2650	2650
37	2720	2720	2720
38	2790	2790	2790
39	2860	2860	2860
40	2930	2930	2930
41	3000	3000	3000
42	3070	3070	3070
43	3140	3140	3140
44	3210	3210	3210
45	3280	3280	3280
46	3350	3350	3350
47	3420	3420	3420
48	3490	3490	3490
49	3560	3560	3560
50	3630	3630	3630

(d) Special Compensation Provisions.  
 (1) Night Shift Premiums: All personnel, except Police and Fire personnel, who are assigned to night shifts shall be paid at one full step above the rate of pay for the day shift. A night shift shall be defined as a shift in which one-half or more of the shift is scheduled to occur after 6:00 p.m. on any day.  
 (2) Police Assigned as Motorcycle Patrol Officers: Police assigned to Motorcycle Patrol Duty on a regular basis, for one month or more, shall be paid at two full steps (10%) over and above the rate normally received during such assignment.  
 (3) Compensation of Temporary, Part-time and Seasonal Employees: Temporary, part-time or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in the range for the class in which they are employed. If the employee is employed for a period of more than one year, he shall be advanced in pay, based upon satisfactory service, in the same manner as other employees, except that only actual hours of work shall be considered in computing the requirements for such advancement. When the hourly equivalent of required periods of service has been attained, advancement to the higher step rates may be effected in accordance with Section III (c). The accumulation of service toward advancement within a range shall continue unless interrupted by a period of absence from the City service for more than one year.  
 (4) Minutes of Proceedings: Extra Compensation: Employees who are assigned to take minutes at evening meetings of the City Council, Boards or Commissions shall be paid at the rate of \$3.00 per hour provided that no such payment shall be less than \$10.00.  
 (5) Compensation for Supervisors: All supervisors shall be paid at a higher rate than their subordinates. In the event that because of differences in length of service, a supervisor is paid at a rate of pay equal to or lower than one or more of his subordinates, the supervisor's rate shall be advanced to a step in his salary range which will provide him with a rate of pay one increment (5%) higher than any subordinate regardless of length of service.  
**SECTION III. ADMINISTRATION OF THE COMPENSATION PLAN.**

(a) Entrance Pay Rates.  
 (1) Starting Rate on Initial Employment: Original appointment to any position shall be at the entrance rate of the class. An advancement from the entrance rate to the maximum rate within a pay range shall be by successive steps. Upon recommendation of the Personnel Director and approval by the City Manager, an initial compensation may be at a rate higher than the minimum rate in the range for the class when the needs of the service make such action necessary or when the character of the position is of an outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified in the class specification. In the event that an applicant for a position in the class of positions involved, and further provided that, in the latter case, all current employees in the class of positions involved who are receiving a rate of pay equal to or higher than the rate of pay of the position to which he is being appointed shall have their rates of pay adjusted to such rate.  
 (2) Starting Rate on Return from Military Service: Any employee who leaves or has left the City Service to enter the active service of the Armed Forces of the United States, and who subsequently is reinstated to the City Service, shall be entitled to receive the rate of compensation at the step to which he would have been entitled had his service with the City not been interrupted by his military service.  
 (3) Starting Rate in New Position: Whenever an employee is assigned to duty in a position not previously held by him and such change is for the purpose of promotion, he shall receive the entrance rate within the applicable range as he may be entitled to by reason of his length of service with the City. If the employee in the former position provided experience valuable to the performance of the duties of the new position.  
 (4) Salary Advancement: Whenever an employee is promoted, he shall receive the entrance rate for the new position or the lowest rate in the range that provides an increase of pay of at least 2% over the rate of pay of the position to which he is being promoted. Subsequent to promotion shall be on the same basis as described in (c) below.  
 (5) Salary Advancement Within Range: Salary advancements within the range shall be at the beginning of the pay period following completion of the first and second years of service.  
 (6) Requirements as to Continuity of Service: Service requirements for advancement within the range shall be continuous service, meaning employment in the City service without break or interruption, leaves of absence without pay of less than ten days, and service with the City without interruption. Absence from service shall not be deducted therefrom. Absence on leave without pay in excess of ten days, except for extended service with the Armed Forces of the United States, shall be deducted from the employee's service but shall not serve to interrupt continuous service. All absence without leave in excess of three work days in any calendar month shall be deducted from the employee's service.  
 (7) Salary Adjustment on Demotion: (a) In the event of reclassification or reassignment of a position to a class of lower pay, the employee shall continue to be paid at his former rate and be eligible for salary advance to higher rates, if any, in the lower range. (b) Reassignment of a position to a lower class or another class of the same grade shall not affect the salary being received by the employee concerned.  
 (8) If an employee accepts a demotion voluntarily, his salary shall be at his former rate or at the maximum rate of the lower range, whichever is the lower.  
 (9) If an employee is demoted for cause, he shall receive the appropriate rate in the lower salary range as determined by the Personnel Board.

**SECTION IV. INITIAL ADJUSTMENTS TO THE SALARY SCHEDULE.**  
 Upon the effective date of this Ordinance, the salary rate of each employee shall be adjusted to the appropriate rate in the range for the position and the minimum periods of service for advancement in the position prescribed by this Ordinance shall be deemed to have been met. The employee's present rate, he shall retain his present rate plus 2-1/2% unless it is a rate not contained in the new range in which case his rate shall be adjusted to the next higher rate above his present rate, if any, within the range. All employees shall receive at least 2-1/2% above their rate prior to the adoption of this Ordinance.  
 In any case where the present rate of an employee is at or above the maximum step of the range, the rate of pay of such employee shall remain as such until such time as the City Council shall determine that the pay schedules are changed by the City Council to provide a rate higher than his present rate in the range for his position.  
**SECTION V. MAINTENANCE OF THE CLASSIFICATION AND COMPENSATION PLANS.**

(a) Responsibility for Classification and Plan Maintenance.  
 The Personnel Director shall be responsible for the maintenance of the Classification Plan, subject to approval of the Civil Service Commission. The Personnel Director shall include but will not be limited to, making studies of new or changed positions, the determination of the proper class allocations, the maintenance of current class specifications, class lists and allocation records, and making recommendations on changes, additions and deletions in this Ordinance.  
 The Personnel Director shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall review the facts and recommendations to determine the propriety of such action. The Commission shall submit its findings and recommendations to the City Manager for review and submission to the City Council. The City Council shall make the final decision.  
 The Commission shall make the final decision in those cases concerning the allocation of positions to current classifications, where the Personnel Director has recommended a change in title or grading the change shall be made by amendment of this Ordinance.  
 (b) Procedure for Reassignment of Positions.  
 Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to the proper action to be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director. The Personnel Director shall make or cause to be made a review of the request and such studies as are deemed necessary; he shall submit his findings and recommendations to the City Manager. The City Manager shall initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director.  
 The Personnel Director may, on his own initiative or at the request of the Commission or City Manager, make such studies of individual positions as he deems necessary to maintain the classification plan on a current basis.  
 (c) Maintenance of the Compensation Plan.  
 The Personnel Director shall make or cause to be made a salary survey of the current salary and wage rates in the local community as well as in other communities. The Personnel Director shall recommend to the City Council such changes in the Compensation Plan as are deemed necessary to maintain the classification plan on a current basis.  
**SECTION VI. REPEAL OF CONFLICTING PROVISIONS OF LAW.**  
 Any provisions of law in conflict with any action taken by resolution 66-86 or resolution 66-87 or amendments to either or to both of them, shall be repealed to the extent that they conflict with the provisions of this Ordinance or any action taken under it. It is hereby repealed to the extent that they conflict with the provisions of this Ordinance.  
**SECTION VII. RATIFICATION.**  
 All actions of the City Council of the City of Torrance, California, taken on or after September 1, 1965, up to and including the date of this Ordinance, and all actions taken on or after the date of this Ordinance, shall be conclusively presumed to have been taken in conformity with the provisions of this Ordinance and shall be deemed to have been taken in conformity with the provisions of this Ordinance.  
 All actions of the City Council of the City of Torrance, California, taken on or after September 1, 1965, up to and including the date of this Ordinance, shall be conclusively presumed to have been taken in conformity with the provisions of this Ordinance and shall be deemed to have been taken in conformity with the provisions of this Ordinance.  
 All actions of the City Council of the City of Torrance, California, taken on or after September 1, 1965, up to and including the date of this Ordinance, shall be conclusively presumed to have been taken in conformity with the provisions of this Ordinance and shall be deemed to have been taken in conformity with the provisions of this Ordinance.  
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